

Office Ergonomic Evaluation Tool

Workstation layout and props

Place a check in the box if you observe these workstation layout risks:

- Objects placed beyond easy reach distance
- Frequent telephone use causes neck or shoulder discomfort

Possible Solutions

Adjust props and equipment

- Adjust frequently used items in a 15" arc around the shoulder pivot.
- Avoid twisting and reaching.
- Place monitor/keyboard in center of "L" for wrap-around effect.
- Remove any knee well obstructions.

Use a document holder

- Place document holder at same distance as screen.

Frequent or lengthy telephone use

- Use a headset for telephone work.
- Provide a padded phone support to reduce the degree of neck bending.

Adjust numpads and input devices

- Place numpads in arc to the keyboard. Use a wrist rest and inclined adding machine or other detachable numpads.
- Provide a mouse pad or use a trackball instead for frequent mouse based operations.

Lighting Control

Place a check in the box if you observe these workstation layout risks:

- Glare from overhead lights
- Glare from outside light
- Poor or no task lighting

Possible Solutions

Outside lighting

- Adjust screen 90° to windows to reduce glare on screen.
- Shield outside light with blinds.

Inside lighting

- Lower overall lighting when possible and support document reading with adjustable task lights.
- Use indirect lighting and avoid bright lights behind the monitor.

Adjust light to accommodate vision

- Adjust for high contrast- low brightness.
- Use a glare shield or hood to reduce eye fatigue or discomfort.
- Clean the screen frequently.
- Investigate computer specific glasses or upper level bifocals.
- Have your eyesight checked for 20/20 vision every year.

Chair and adjustment**Place a check in the box if you observe these workstation layout risks:**

- Backrest doesn't provide support
- Fingers, arms not parallel to floor
- 4 legs on chair
- Feet not flat on floor or not supported
- Stationary position, soreness or stiffness

Possible Solutions**Adjust backrest**

- Adjust backrest to fit snugly against lower back.
- Use a small pillow if hand can't fit between knees and chair edge.

Adjust chair height

- Fingers same height as keyboard parallel to floor.
- Feet flat on floor with knee to leg angle of 90° to 110° .
- Provide at least 2" of thigh clearance under desks. Remove drawers or adjust keyboard tray as necessary.
- Adjust seat pan to incline forward slightly.
- Use a chair with five point support for stability.

Workstation layout**Place a check in the box if you observe these workstation layout risks.**

- Display top not at eye level
- Vision or eye discomfort
- Keyboard or input device cause physical discomfort

Possible Solutions**Adjust screen height**

- Adjust screen height so top of screen is below seated eye height.

Adjust screen distance

- Place screen about one arm length (18-30") away from your body.

Adjust monitor settings

- Adjust for high contrast - low brightness.
- Clean the screen frequently.

Adjust Keyboard

- Place keyboard directly in front of the body with wrist straight. Use a wrist rest if necessary.
 - Avoid resting wrist on sharp edges. Use a wrist rest.
 - Do not type too hard, use a moderate force for keying.
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